

Memorandum



TO: Distribution List
FROM: Bryan Tippie, Budget Director
DATE: May 31, 2005
Re: Minutes of the May 12, 2005 Finance Committee Meeting

Committee Members present: Mr. Ray Graham and Mr. Bill Downey

The Finance Committee met on May 12, 2005, at 4:00 p.m. in the Warren Green Building 2nd Floor Conference Room at 10 Hotel Street. This document reflects the official minutes of that meeting.

County Treasurer's Report: Beth Ledgerton, Treasurer, presented the Treasurer's Report for the Finance Committee's consideration.

County Attorney's Report: The County Attorney's Report was included in the agenda packet for the Finance Committee's consideration.

Consent Agenda

Supplemental Appropriations:

The following supplemental appropriations were considered for forwarding to the Board of Supervisors for their action unless otherwise noted. *Please note:* Fund Balance – Carryover represents funds appropriated and not expended in FY 2004. The indicated use of Fund Balance without Carryover represents Fund Balance prior to FY 2004.

FY 2005

1. **Sheriff's Office - \$111,971**
 - a. \$177 from Share of Forfeiture Proceeds – Department of Criminal Justice Services State funds was approved for appropriation to the Sheriff's Office for drug enforcement purposes.
 - b. \$1,214 from Share of Forfeiture Proceeds – Department of Criminal Justice Services State funds was approved for appropriation to the Sheriff's Office for drug enforcement purposes.
 - c. \$107 from Share of Forfeiture Proceeds – Drug Enforcement Administration (DEA) Federal funds was approved for appropriation to the Sheriff's Office for drug enforcement purposes.
 - d. \$8,938 from Share of Forfeiture Proceeds – Drug Enforcement Administration (DEA) Federal funds was approved for appropriation to the Sheriff's Office for drug enforcement purposes.

- e. \$2,513 from Share of Forfeiture Proceeds – Drug Enforcement Administration (DEA) Federal funds was approved for appropriation to the Sheriff's Office for drug enforcement purposes.
- f. \$3,276 from Insurance Recovery was approved for appropriation to the Sheriff's Office for the repair of a wrecked vehicle.
- g. \$5,025 from Federal TRIAD Grant funds was approved for appropriation to the Sheriff's Office to hold a conference on crime prevention.
- h. \$50,908 from Department of Motor Vehicle Federal funds was approved for appropriation for radar equipment, bicycle helmets and alcolensors.
- i. \$1,831 from Bulletproof Vest Partnership Federal Grant funds was approved for appropriation to purchase bulletproof vests.
- j. \$6,707 from Share of Forfeiture Proceeds – Department of Criminal Justice Services State funds was approved for appropriation to the Sheriff's Office for drug enforcement purposes.
- k. \$31,187 from Detention Center inmate revenue was approved for appropriation to the Adult Detention Center for inmate related expenses.
- l. \$87 from Share of Forfeiture Proceeds – Department of Criminal Justice Services State funds was approved for appropriation to the Sheriff's Office for drug enforcement purposes.

2. Budget Office - \$3,652,498

- a. \$2,498 from State funds was approved for appropriation to the SPCA from the sale of Animal Friendly License Plates.
- b. \$3,650,000 from bond proceeds was approved for appropriation to the Capital Fund for the Claude Thompson Elementary School renovation.

3. Fire and Rescue Association (F&RA) - \$1,501,331

- a. \$996 was approved for appropriation from student generated revenue to purchase books for the Emergency Medical Technician evening class.
- b. \$400 was approved for appropriation from student generated revenue to purchase books for the Advanced Cardiac Life Support evening class.
- c. \$680 was approved for appropriation from student generated revenue for the purchase of Basic Trauma Life Support certification cards.
- d. \$1,499,255 from Real Estate Taxes, Penalties and Interest was approved for appropriation to the Fire and Emergency Services for their 2.5 cents allocation. This action was an accounting adjustment due to the establishment of two separate funds for Emergency Services and Fire and Rescue Association.

4. Fire and Emergency Services (F&ES) - \$331,026

- a. \$234 from School funds, deposited into F&ES Miscellaneous revenue, was approved for appropriation to purchase a wall cabinet to house the Automatic External Defibrillator Equipment at Fauquier High School.

- b. \$188,956 from Federal Department of Homeland Security Grant funds was approved for appropriation to the F&ES for equipment and training for improved preparedness to handle acts of terrorism.
 - c. \$141,836 from the above Federal Department of Homeland Security Grant funds was approved for appropriation of \$58,080 to Joint Communications for a Community Alert Notification System and \$83,756 to the Sheriff's Office for in-car video cameras and radios.
- 5. **Parks and Recreation (P&R) - \$10,228**

\$10,228 from P&R Trust Fund was approved for appropriation to the Capital Fund for the purchase of playground equipment at Monroe Park.
- 6. **Registrar - \$4,800**

\$4,800 from State funds was approved for appropriation to the Registrar's Office to purchase twenty (20) voting booths.
- 7. **Library - \$40,202**
 - a. \$6,602 from Federal E-Rate funds was approved for appropriation to the Library for the purchase of laptop computers for public use at the Warrenton Library.
 - b. \$33,600 from State TEA-21 Grant funds was approved for appropriation to the Capital Fund for the renovation of the Bealeton Station Depot Library.
- 8. **School Division - \$353,929**
 - a. \$265,375 from Federal Title VI-B Grant funds was approved for appropriation to the School Division to purchase additional Special Education Program supplies and equipment.
 - b. \$6,514 from Federal Title III, Part A Grant funds was approved for appropriation to the School Division to support activities related to the No Child Left Behind Act.
 - c. \$3,605 from Federal SLIVER Grant funds was approved for appropriation to the School Division to purchase supplies and equipment to support the Special Education Program.
 - d. \$3,035 from Insurance Recovery funds was approved for appropriation to the School Division to replace water-damaged cosmetology textbooks and materials at Liberty High School.
 - e. \$75,400 from School Division funds was approved for appropriation to the School Textbook Fund for the purchase of textbooks.

Transfers:

Fire and Emergency Services - \$46,120

\$46,120 from the Federal Homeland Security Grant was approved for an internal transfer in the F&ES budget to the appropriate expenditure code lines. This action is an element of 4a and 4b.

Regular Agenda

Supplemental Appropriations:

FY 2005

1. Budget Office - \$533,290

- a. \$100,290 from Fund Balance was approved for appropriation to the CIP for the Old Jail Museum and repairs to the Stone house, Brick Jailer's house, Courtyard, Cell Block and Jail Yard.
- b. \$433,000 from Fund Balance was approved for appropriation with \$358,000 for the Courthouse and \$75,000 for the Adult Detention Center construction projects. This amount will also reestablish a \$100,000 contingency.

2. Social Services - \$663,645

\$388,119 from State funds and \$275,526 from Federal funds, totaling \$663,645, was approved for appropriation to Social Services for Auxiliary Grants, Foster Care, Adoption Subsidy and Incentive, Temporary Assistance for Needy Families (TANF) Disability and Job Retention, FAMIS Medical Outreach and the AmeriCorps programs.

3. Airport - \$4,976,560

\$4,302,871 from Federal funds, \$556,429 from State funds and \$117,260 from Airport generated funds was approved for appropriation to the Airport for T-Hanger, Runway Expansion and Terminal Study projects.

4. Information Technology - \$175,000

\$175,000 from Fund Balance was approved for appropriation to the Capital Fund for replacement of Sheriff's Office telephone system.

5. School Division - \$1,047,228

- a. \$250,000 from School Division funds was approved for appropriation to the Textbook Fund to purchase K-5 math textbooks.
- b. \$687,008 from additional State funds (ADM increase) was approved for appropriation to the School Division to fund additional bus purchases, modular unit delivery and set up and for small construction projects.
- c. \$110,220 from the above State revenue from the FY 2005 ADM increase, was approved for appropriation to the Capital fund in order to purchase two (2) of the additional buses.

6. Fire & Rescue Association - \$17,500

\$17,500 from State Grant funds was approved for appropriation to the Fire and Rescue Association to purchase 10 Automatic External Defibrillators and accessories for the Volunteer Fire and Rescue stations.

7. Fire and Emergency Services - \$20,505

\$20,505 from State funds was approved for appropriation to Fire and Emergency Services for a hazardous waste clean up on Vint Hill Road.

8. Information Technology - \$50,000

\$50,000 from Fund Balance was approved for appropriation to the Capital Fund to upgrade the current IBM AS-400 computer system to a Model 9406-1520 system.

Transfers:

FY 2005

1. Parks & Recreation - \$32,000 POSTPONED

This action for Lake Brittle was postponed until the June Finance Committee Meeting.

2. General Services - \$476,128

\$476,128 was approved as an internal accounting adjustment for the Fleet Maintenance Fund to align funding with expenses.

3. Airport - \$2,225,205

\$2,225,205 was approved as an internal accounting adjustment for the Airport to adjust appropriations to expenses.

4. School Division - \$12,000

\$12,000 was approved to transfer from the Capital Fund School Canopies project to the Liberty High School Construction fund to install flashing road lights.

5. Budget Office - \$30,000 POSTPONED

This action for Mosby House was postponed until the June Finance Committee Meeting.

Supplemental Appropriations:

FY 2006

Joint Communications - \$75,748

\$75,748 from E-911 revenue was approved for appropriation to Joint Communications for two (2) additional dispatch positions.

Transfers:

FY 2006

Budget Office - \$35,550

\$35,550 from Contingency Reserve was approved for transfer to the Community Services Board budget line to fully fund its FY 2006 budget request.

Comments

1. Information Technology – Rick Klinc

Mr. Klinc briefed the Committee on Video Streaming for Public Meetings which provides access to audio and video of pre-recorded public meetings via the Internet. Estimated cost is \$30,000 . This program also makes available

the meeting minutes at the completion of the meeting. Previous meetings can be accessed at any time. Employee and Citizen training can also be accomplished through this technology. Mr. Klinc was tasked to collect additional information on this issue, for instance, does the video streaming work with a dish network?

2. Finance:

Health Insurance – Bryan Tippie, Interim Finance Director, provided the health insurance fund summary. The latest report through April showed the current monthly expenditure average to be \$955,422. The expenditures for March and April were favorable, and if this trend continues the County will be very close to the budgeted amount at the end of the fiscal year's end.

3. Budget:

Revenue Report – FY 2006 revised revenue projection is currently estimated to be \$544,000 less than the adopted budget. This is the result of reductions in public service revenue primarily due to Old Dominion Electric Company (ODEC) plant being \$1 million less than anticipated at completion and the sales to assessment ratio percent is down to 53% of the value of property.

A Board of Supervisors work session will be scheduled for a discussion on admissions tax and meals tax as a possible source of revenue.

Social Services - The Committee was briefed on Social Services requesting to convert two part-time permanent positions to one full-time permanent position. This conversion was recommended for approval by the Budget Office and the Committee did not recommend denial of the request.

**The next Finance Committee Meeting will be
June 7, 2005 at 4:00 p.m.**